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Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310009-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management
and Distribution Branch
FROM : Chief, Mail Control
SUBJECT: Weekly Report, Mail Control Section

DATE: 22 May 1952

1. Because of the shortage of personnel, the Courier Unit on Monday, 19 May 1952, found it necessary to cancel the afternoon State Run. That same afternoon the Courier Unit was called upon to deliver an NIS. In order to effect delivery of this NIS material, the Courier Unit borrowed one (1) of the employees from the Mail Room, thus reducing [] the number of employees working in the Mail Section.

2. The Courier Unit on Wednesday, 21 May 1952, because of the shortage of personnel, were unable to station a courier in the Pentagon Building, between the hours of 8:30 a. m. and 12:30 p. m.

3. On Wednesday, 21 May 1952, the carpenters began building the mail loading platform onto the east side of Que Building.

4. On Wednesday, 21 May 1952, [] the Training Division met with [] of the Administrative Files Unit. [] requested that the Training Division be sent a copy of the Administrative Files procedures, in order that it may be presented to employees attending the forthcoming training lectures.

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